

~~EYES ONLY~~

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MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

SUBJECT: 25X1A9a Recommendation for Quality Step Increase -
[REDACTED]

25X1A9a

1. It is strongly recommended that [REDACTED] of the Applied Physics Division, Office of Research and Development, be granted a Quality Step Increase from GS-6, step 2 to GS-6, step 3.

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2. [REDACTED] entered on duty with CIA on 20 February 1966, and with ORD/AP on 18 April 1966, as a GS-5. On 29 January 1967 she was promoted to GS-6; in January 1968 she will receive her normal step increase to GS-6, step 2.

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3. [REDACTED] has been outstanding in her performance in ORD/AP, handling the general secretarial requirements of the Audio Surveillance, Microtechnology and Emanations Intelligence groups. She combines excellently with the other two secretaries to permit the Division to get by with three instead of four secretaries. She has rejected three GS-7 opportunities in order to remain with the Division. Her future has been discussed carefully with her; she has been told that she would be strongly recommended for any opportunity that should present itself such as the recent GS-8 opening in NPIC. In the meantime, she was advised that it was to her and to the Division's mutual best interest to try to keep her in her present position if she would compromise by accepting a quality step increase at this time.

4. Based on the improbability of finding and training a suitable replacement, I believe it would be in the best interests of the Division and the Agency to effect this action.

Robert M. Chapman
Director of Research and Development
DD/S&T

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GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

25X1A9a Subject: Recommendation for Quality Step Increase -
[REDACTED]

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

Distribution:

Orig. & 1 - Addressee
1 - D/ORD
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C/AP/ORD/DD/S&T/jd (3486), 9 January 1968

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